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WAR FOOD ADMINISTRATION

Washington 25, D. C.

October 20, 1943

MEMORANDUM TO HEADS OF ADMINISTRATIONS, BUREAUS
AND OFFICES

Use of "Blue Jackets" on Correspondence

There is now on hand in the Central Supply Division of the Office of Plant and Operations, a supply of "blue jackets," to be used in connection with letters originating in the various bureaus and offices for the signature of the Administrator and members of the Administrator's immediate staff.

This jacket should be used for Administrator's correspondence in the same manner as the "green jacket" is now being used for Secretary's correspondence, the procedure for which is set forth under Section II, paragraph 9, on page 14 of the Department style manual. This jacket should not be confused with the "yellow jackets" which will be used, as formerly, on incoming correspondence when replies are to be prepared for the signature of the Administrator or his staff. The "blue jacket" is to be placed on letters originating in the constituent agencies and on replies to incoming letters not bearing a "yellow jacket".

Ashley Sellers
Assistant Administrator

